

## **Amendments and corrections to Vital Records**

### **Changing the name of the child when the child is already named on the birth certificate:**

There are several reasons why the name of a child (registrant) on a birth certificate may be changed. Arizona Revised Statute [§36-388](#) and Arizona Administrative Code [R9-19-118](#) allow that within the first year following birth the parents may change the registrant's name. After one year these laws require a court order to make this change.

In the event the registrant's birth certificate is a delayed birth certificate Arizona Administrative Code [R9-19-120](#) applies. These requirements are somewhat different.

Changing a child's name within one year of birth.

### **The name of the registrant as it is being used is different from what is on the birth certificate**

#### **For a child within one year of birth:**

In order to change a name, a minimum of two things are required. These include an [affidavit](#) plus at least one independent factual document corroborating the affidavit. The sufficiency of these documents will be determined by the State Registrar who may require additional documentary evidence. Both parents (or one parent if only one parent is listed on the birth certificate) must notarize the affidavit.

The independent factual document corroborating the registrant's name must have been created within the first six months following the registrant's birth. Examples of what may be accepted include: the registrant's baptismal record, blessing certificate, immunization record, hospital record, medical record, etc. The document must show the registrant's complete and full name, and date the document was created.

You may come to the Office of Vital Registration in person and bring all necessary documents or you may file your request by mail. The fee for this service is \$23.00 and includes one certified copy of the corrected birth certificate.

Walk-in customers are served in the order they arrive between 8:00 a.m. and 4:00 p.m., Monday through Friday.

### **The birth mother and biological father were not married at the time the child was born but have since gotten married:**

If paternity has not been established, the birth mother and alleged father may collectively file an [acknowledgment of paternity](#). Using this process, the registrant's name can be changed at the same time paternity is established. The fee for this service is \$23.00, which includes one certified copy of the birth certificate.

If paternity has already been established and the registrant's surname was not changed at the time the process to change the registrant's name is called "legitimation." This requires the parents to complete an [affidavit](#) and provide a **certified copy** of their marriage

record. (This is **not** the document the minister or other officiate signed at the wedding.) The fee for this is \$23.00, which includes one certified copy of the birth certificate.

In either case, you may come to the Office of Vital Registration in person and bring all necessary documents or you may file your request by mail. The fee for this service is \$23.00 and includes one certified copy of the corrected birth certificate.

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### **Complete name change:**

If neither of the above processes apply, and the registrant is one year old or more, a court order is required to change the registrant's name on the birth certificate. Once the court order is issued, you will need a **certified copy** to affect the change. You may bring the court order to the Office of Vital Registration in person, or file your request by mail and include the certified copy of the court order with your request. The fee for this service is \$23.00 and includes one certified copy of the birth certificate. If you are submitting your request by mail please include and complete an application and send a copy of your valid government issued ID or you can have your signature notarized on the application. Acceptable forms of payment are traveler's check, cashier's check or money order made payable to the Office of Vital Registration. Debit/Credit cards are also acceptable. If you do not include payment with your request, you will be required to pay the \$ 23 fee before any certified copies will be issued.

**Please Note:** All court orders that were granted and final after Aug. 25, 2004 must contain verbiage stating – “It is ordered that the Office of Vital Registration amend the birth certificate of the following change(s)”. [§R36-337.4](#)

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### **Changing a child's name after one year from the date of birth:**

Arizona Administrative Code [R9-19-118](#) requires a court order to change the name of a registrant after the registrant has reached the age of one year.

The applicant will need a **certified copy** of the court order to affect the change. You may bring the court order to the Office of Vital Registration in person or file your request for the change by mail. The fee for this service is \$23.00 and includes one certified copy of the birth certificate.

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### **Changing a child's name on a delayed birth certificate:**

The registrant's name may be changed on a delayed birth certificate only by court order or if the registrant is adopted after the delayed birth certificate has been registered.

The applicant will need a **certified copy** of the court order to affect the change. You may bring the court order to the Office of Vital Record in person or file your request for the change by mail. The fee for this service is \$23.00 and includes one certified copy of the birth certificate.

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### **Court Ordered Name Change:**

In the event that the registrant has had his or her name changed by court order the registrant or the registrant's parents, guardian or legal representative may file a **certified copy** of the court order with the Office of Vital Registration. You may bring the court order to the Office

of Vital Registration in person, or file your request by mail. The fee for this service is \$23.00 and includes one certified copy of the birth certificate.

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### **Adoption:**

If a registrant's name is to be changed as part of the adoption process there is no additional process or fee required other than what is required by the adoption process itself. Please go [here](#) for more information on the adoption process.